

PLANNING DEPARTMENT  
**VARIANCE**  
**SUPPLEMENTAL APPLICATION FORM**

TOWN OF HILTON HEAD ISLAND

*THIS FORM MUST BE ACCOMPANIED BY A MASTER APPLICATION FORM.*

Please TYPE or PRINT legibly

NAME OF DEVELOPMENT \_\_\_\_\_

SECTION NUMBER(S) OF THE ORDINANCE FROM WHICH A VARIANCE(S) IS REQUESTED  
(SEE NOTE 1): \_\_\_\_\_

DESCRIBE COMPLETELY AND SPECIFICALLY THE REQUESTED VARIANCE: \_\_\_\_\_

EXPLAIN BRIEFLY WHY THE VARIANCE IS REQUESTED: \_\_\_\_\_

THE FOLLOWING ITEMS MUST BE SUBMITTED AT TIME OF APPLICATION:

- ☐ A NARRATIVE THAT EXPLAINS HOW AND WHY THE REQUESTED VARIANCE MEETS ALL OF THE CRITERIA OF LMO SECTION 16-3-1806.
- ☐ A COPY OF CORRESPONDENCE SOLICITING COMMENTS FROM ANY PROPERTY OWNERS PER LMO SECTION 16-3-111.D.1.
- ☐ LIST OF OWNERS OF RECORD TO RECEIVE NOTIFICATION. (SEE NOTE 2.)
- ☐ WRITTEN CERTIFICATION, SIGNED BY THE OWNER(S) OF RECORD OF THE PROPERTY, THAT THE OWNER(S) CONSENTS TO THE REQUEST FOR A VARIANCE. CERTIFICATION IS NOT NECESSARY IF THE OWNER IS THE APPLICANT.
- ☐ A DIMENSIONED SITE PLAN THAT CLEARLY ILLUSTRATES THE REQUESTED VARIANCE IN RELATION TO THE AFFECTED SITE AND TO SURROUNDING PARCELS AND USES. A REPRODUCIBLE COPY OF THIS PLAN, NO LARGER THAN 11" X 17", MUST BE SUBMITTED.
- ☐ A VICINITY SKETCH SHOWING THE GENERAL SITE LOCATION AND DEPICTING VEHICULAR ACCESS ROUTES ACCURATELY REFERENCED TO THE NEAREST PUBLIC ROAD.
- ☐ FILING FEE

**NOTE 1:** VARIANCES WILL NOT BE GRANTED FOR SIGNS, USE OR DENSITY.

**NOTE 2:** THE APPLICANT SHALL PROVIDE NOTICE OF A PUBLIC HEARING TO ALL LAND OWNERS OF RECORD WITHIN THREE HUNDRED AND FIFTY (350) FEET ON ALL SIDES OF THE PARCEL(S) BEING CONSIDERED FOR A VARIANCE. SUCH NOTICE SHALL BE MAILED BY CERTIFIED MAIL, THIRTY DAYS (30) PRIOR TO THE BOARD OF ZONING APPEALS MEETING. LMO SECTION 16-3-111-C.

**NOTE 3:** THE APPLICANT SHALL SUBMIT TO THE ADMINSTRATOR NO LESS THAN SEVEN (7) CALENDAR DAYS PRIOR TO THE MEETING AN AFFIDAVIT OF COMPLIANCE WITH THIS NOTICE REQUIREMENT. LMO SECTION 16-3-111-C(2).

**FOR OFFICIAL USE ONLY**

DATE RECEIVED: \_\_\_\_\_

TIME: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_

MASTER TRACKING NUMBER: \_\_\_\_\_